

Adopted: September 2001, Revised: \_\_\_\_\_

## Class Title: Manager of Geographic Information and Technology Planning

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides leadership, management, and coordination of the Citywide Geographic Information System program. Coordinates and manages activities relating to e-government, information technology planning, strategic planning, public relations, special projects, and other administrative and technology programs.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical Strength Code |   | ESSENTIAL FUNCTIONS  |
|------------------------|---|--|
| 1                      | S | Manages the design, development, and operation of the GIS program by identifying required resources, strategies, and funds, implementing short-term and long-range plans, making recommendations for improvements to objectives and policies, coordinates the integration and use of GIS in other departments and agencies, providing guidance to employees, participating as a member of the GIS Executive Committee, supporting the GIS liaison and user groups, preparing presentations about the program, and serving as a consultant on all related issues. |
| 2                      | S | Manages e-government for electronic delivery services to citizens by developing strategies, forming partnerships, and implementing functions.  |
| 3                      | S | Manages information technology planning by coordinating all departmental activities related to planning, identifying resources, strategies, and funds, implementing plans, making recommendations for improvement to objectives and policies, coordinating public relations and marketing initiatives.   |

Adopted: September 2001, Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS                     |  |
|--|--|
| Formal Education / Knowledge           | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.   |
| Experience                             | Five years experience in project / program management, GIS, cartography and technology planning.   |
| Certifications and Other Requirements  | N/A  |
| Reading                                | Work requires the ability to read technical documents, journals, manuals, maps, reports, letters and magazines.  |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.   |
| Writing                                | Work requires the ability to write memorandum, reports, studies, presentations, policies, proposal requests, and general correspondence.   |
| Managerial                             | Managerial responsibilities include supervising employees, overseeing budget preparations, managing various programs and projects, and offering strategic and operations planning.   |
| Budget Responsibility                  | Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.  |
| Supervisory / Organizational Control   | Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. |
| Complexity                             | Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.  |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.   |

Adopted: September 2001, Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary  | X | Light   | Medium   | Heavy   | Very Heavy   |
|--|---|---|--|---|--|
| S = Sedentary<br>Exerting up to 10 lbs.<br>occasionally or negligible<br>weights frequently; sitting<br>most of the time |   | L = Light<br>Exerting up to 20 lbs.<br>occasionally, 10 lbs.<br>frequently, or negligible<br>amounts constantly OR<br>requires walking or<br>standing to a significant<br>degree. | M = Medium<br>Exerting 20-50 lbs.<br>occasionally, 10-25 lbs.<br>frequently, or up to 10 lbs.<br>constantly. | H = Heavy<br>Exerting 50-100 lbs.<br>occasionally, 25-50 lbs.<br>frequently, or up to 10-20<br>lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs.<br>occasionally, 50-100 lbs.<br>frequently, or up to 20-50<br>lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION  |
|------------------|----------------|--|
| Standing         | O              | Copier, fax machine, filing, presentations   |
| Sitting          | F              | Computer, desk work, answering telephone, meetings   |
| Walking          | O              | Inter-office, to/from meetings, to/from office equipment                                       |
| Lifting          | R              | Office supplies, files, books, manuals   |
| Carrying         | R              | Office supplies, files, books, manuals   |
| Pushing/Pulling  | R              | Chairs, file cabinet drawers, doors  |
| Reaching         | R              | Filing in cabinet drawers, office supplies   |
| Handling         | O              | Office supplies, files, books, manual  |
| Fine Dexterity   | C              | Computer keyboard, calculator, writing, telephone keypad, mouse                                |
| Kneeling         | R              | Filing in cabinet drawers  |
| Crouching        | R              | Filing in cabinet drawers  |
| Crawling         | N              |  |
| Bending          | R              | Filing in cabinet drawers  |
| Twisting         | O              | To/from computer to desk, to/from computer to telephone  |
| Climbing         | R              | Stairs, ladders  |
| Balancing        | R              | Stairs, ladders  |
| Vision           | C              | Computer, desk work, writing, reading, observations, use of office equipment, training classes |
| Hearing          | C              | Telephone, co-workers, staff, supervisor, meetings, presentations, training classes            |
| Talking          | F              | Telephone, co-workers, staff, supervisor, meetings, presentations, training classes            |
| Foot Controls    | R              | Driving  |
| Other (specify)  | N              |  |

Adopted: September 2001, Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Telephone, copier, fax machine, computer, scanner, plotter, printer, standard Microsoft Windows and Office software, Arcinfo, ArcView, Pagemaker, Acrobat, Photoshop, Illustrator, Publisher, Microsoft Project, Peregrine Service Center

**ENVIRONMENTAL FACTORS:**

|           |                               |                                |                |           |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several<br>Times Per Week | M = Several<br>Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards       | N | Dirt and Dust             | N |
| Chemical Hazards         | N | Extreme Temperatures      | N |
| Electrical Hazards       | N | Noise and Vibration       | N |
| Fire Hazards             | N | Fumes and Odors           | N |
| Explosives               | N | Wetness/Humidity          | N |
| Communicable Diseases    | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N |                           |   |
| Other (see 1 below)      | N |                           |   |

| PRIMARY WORK LOCATION |    |
|-----------------------|----|
| Office Environment    | X  |
| Warehouse             | -- |
| Shop                  | -- |
| Vehicle               | -- |
| Outdoors              | -- |
| Other (see 2 below)   | -- |

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | F |
| Emergency Situations                          | R |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | R |
| Performing Multiple Tasks Simultaneously      | C |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | F |
| Noisy/Distracting Environment                 | R |
| Other (see 3 below)                           | N |

(3)